



Procedures and Guidelines

DIRECTIVE NO. 270-PG-1410.2.2C

EFFECTIVE DATE: Revalidated August 24, 2015

EXPIRATION DATE: August 24, 2020

APPROVED BY Signature: Original Signed By

NAME: Marilyn C. Tolliver

TITLE: Chief, Information and Logistics Management Division

COMPLIANCE IS MANDATORY

Responsible Office: 270/Information and Logistics Management Division

Title: Goddard Directives Management System (GDMS) Configuration Management Procedures

PREFACE

P.1 PURPOSE

This directive establishes and describes Configuration Management (CM) policies and procedures used by the membership of the Goddard Directives Management System (GDMS) Configuration Control Board (CCB.)

P.2 APPLICABILITY

This directive is applicable to those individuals who comprise the Configuration Control Board.

P.3 AUTHORITY

GPR 1410.2, Configuration Management

P.4 REFERENCES

GPR 1410.1, Directives Management
[GSFC Form 4-35, GSFC Configuration Change/Approval Request](#)

P.5 CANCELLATION

270-PG-1410.2.2B

P.6 SAFETY

None.

P.7 TRAINING

None.

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P.8 RECORDS

Record Title	Record Custodian	Retention
Completed GSFC Form 4-35, GSFC Configuration Change/Approval Request	CCB Chairperson	NRRS* 8/52 Project Test Engineering and Evaluation Files. Records may be retired to the FRC when 2 years old. Destroy when 15 years old.

* NRRS 1441.1 – NASA Records Retention Schedules

P.9 METRICS

CCRs requests classified as HIGH shall be dispositioned within 10 business days of receipt.

P.10 DEFINITIONS

Disposition - To settle a matter, to deal with conclusively.

PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

IMPLEMENTATION

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

1. CONFIGURATION CONTROL BOARD (CCB)

The CCB shall review all GDMS CCR’s. The CCB shall consist of the Center Directives Manager (CDM) and the Directorate Directives Manager (Directorate DM) from each Primary Organization. The Chairperson shall be the Center DM.

1.1 CCB Responsibilities

The CCB shall review all CCR’s submitted to the Board. The CCB Chairperson shall approve/disapprove and sign all CCR’s.

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1.2 CCB Member Responsibilities

1.2.1 CCB Chairperson: The Center Directives Manager (Center DM) is the individual in the Information and Logistics Management Division that has been designated as the point of contact for matters pertaining to the management and maintenance of directives on the GDMS and designated as the GDMS CCB Chairperson. The Chairperson of the CCB shall be responsible for:

- a. Determining the validity of proposed CCR's and associated priority before presenting to the CCB.
- b. Evaluating the recommendations of the CCB, approving or disapproving all CCB recommendations within the scope of the Chairperson's authority, and authorizing the establishment of baselines.
- c. Obtaining proper authorization for technical or resource changes that are beyond his/her personal authority.
- d. Calling scheduled and unscheduled meetings of the CCB.
- e. Tracking the status of all CCR's.
- f. Proposing the allocation of approved CCR's to specific application releases and reflecting this in the plans and schedules.
- g. Scheduling application releases.
- h. Briefing the Management System Council (MSC), CCB, and Directives Managers on user enhancements and CCR requests approved and changes implemented.

1.2.2 Directorate Directives Manager (Directorate DM): The point-of-contact in each Primary Organization for matters dealing with and pertaining to Goddard directives. They shall serve as a member of the GDMS CCB and will be responsible for:

- a. Reviewing proposed CCR's.
- b. Providing comments/recommendations on proposed CCR's to the CCB Chairperson.
- c. Attending CCB meetings when called by the Chairperson.

1.2.3 IT Analyst: Provides support for day-to-day management of contractor activities for system development and sustaining engineering. The IT Analyst will be responsible for:

- a. Attending CCB meetings when called by the Chairperson.
- b. Assessing the technical and schedule impact of CCR's.

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1.2.4 Office of Primary Responsibility (OPR): The Information and Logistics Management Division, Code 270, is the OPR and senior user advocate of the GDMS. The OPR is responsible for overseeing the CCB's actions. The OPR has the following responsibilities:

- a. Designating an individual to serve as the Center DM and CCB Chairperson.
- b. Serving as an advocate for securing funding for sustaining engineering.
- c. Ensuring funds to effect approved changes are incorporated into the budget process.
- d. Establishing priorities for the implementation of approved CCRs when funding or other resource limitations occur.
- e. Approving changes to this directive.

2. SUBMISSION/PROCESSING OF CHANGE REQUESTS

Proposed GDMS software and documentation changes shall be submitted by completing and forwarding [GSFC Form 4-35](#), Configuration Change/Approval Request (CCR) to the GDMS Chairperson. Feedback on the disposition of each CCR received will be provided to the CCR initiator and the CCB.

3. CLASSIFICATION CHANGE REQUESTS

There are three classifications of priority for proposed CCR's:

- a. **HIGH (Emergency):** This priority shall be assigned when failure to disposition a proposed change in operational characteristics may seriously compromise the effectiveness of GDMS. High (Emergency) changes will be dispositioned within 10 business days of receipt.
- b. **NORMAL:** This priority shall be assigned to a proposed change that, if delayed, could cause schedule slippage or cost increase. Normal change requests will be reviewed and dispositioned within 30 calendar days of receipt.
- c. **LOW:** This priority shall be assigned when the conditions specified in 1 and 2 above do not exist. Low changes shall be dispositioned within 90 calendar days of receipt.

4. CCB REVIEW

Generally, CCR reviews will be conducted electronically. If required, the CCB Chairperson will schedule face-to-face Board meetings to review CCRs. The Chairperson shall prepare an agenda and ensure that it is distributed, along with copies of all CCR's scheduled for review, to CCB members prior to the meeting.

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5. CCR APPROVAL or DISAPPROVAL

CCB recommendations shall be considered by the Chairperson in the approval/disapproval process. The Chairperson shall sign the CCR indicating APPROVAL or DISAPPROVAL.

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CHANGE HISTORY LOG

	Effective Date	Revision
Baseline	08-30-00	Initial Release. Replaces 230-PG-1410.1.1.
A	02-07-05	Modified duties of IT Analyst. Clarified ambiguity regarding requirements in accordance with the Center internal rules review action.
B	09-25-05	Clarified the role of the CCB members as advisory in nature, and the role of the CCB Chairperson as the approval/disapproval authority. Determined that changes to the GDMS, as imposed by the Quality Management System Council, do not require review by the CCB prior to implementation.
B	05-16-06	Administratively updated to reflect a change in the owning organization code from 230 to 270.
C	09-13-07	Changed GPG to GPR in P.3 Authority and P.4 References. Updated GDMS URL in footer.
C	12/3/12	Administrative extension for 1 year
C	11/7/13	Administrative extension for 1 year
C	09/10/14	Administrative extension for 1 year
C	08/24/15	Revalidated

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